

## INFORMATION NEEDED FOR OPENING AN ESTATE

We look forward to helping you with the estate. To begin the process, please mail or hand-deliver this form and the following items to the Madison County Circuit Court Clerk's Office, PO Box 220, 1 Main Street, Madison, VA 22727. Our telephone number is (540) 948-6888.

- Death Certificate
- Original Will (and Codicil) – if no will, please check here
- Names and Addresses of all beneficiaries in will:

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(if necessary continue on reverse)

- Names, Addresses and Relationship of all heirs:

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(if necessary continue on reverse)

- Probate Information Form filled out
- List of Assets filled out

**Appointment:** After you have delivered all of this information to the Clerk's Office, we will contact you to set up a mutually convenient time to have you come to the office to complete the process.

**Costs:** Be prepared to pay the probate tax and costs at the time of your appointment. If you wish, you may ask for an estimate prior to the appointment.